



Data Submission Dispenser Guide

Oklahoma Prescription Monitoring Program (OK PMP)

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1 Data Collection and Tracking

Data Collection Overview

This guide provides information regarding the Oklahoma Prescription Monitoring Program. The Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDCC) has set forth the following rules and requirements for the reporting and monitoring of **Schedule II - V** controlled substances dispensed and/or filled in Oklahoma.

The State of Oklahoma's policy focuses on reducing prescription fraud, substance abuse, "doctor shopping", and other illegal activity related to pharmaceutical drug diversion. In addition, the state maintains a comprehensive Prescription Drug Plan that emphasizes abuse deterrence and education with a specific focus on quality clinical care, health surveillance tools and mental health addiction services. The Bureau works in partnership with pharmacies, practitioners, law enforcement, state health/mental health agencies, and other health care professionals throughout Oklahoma and the nation to reduce prescription drug abuse.

The Oklahoma Prescription Monitoring Program (PMP) was enacted into law by the Oklahoma Anti-Drug Diversion Act (63 O.S. Section: 2-309). The statute requires all dispensers of Schedule II, III, IV, and V controlled substances to submit prescription dispensing information to OBNDCC using the **ASAP Version 4, Release 2 (4.2)** standard within **five (5) minutes** of dispensing a scheduled narcotic.

The PMP system provides secure access to OBN registrants, including pharmacies and practitioners who are in good standing. Regulatory and law enforcement agencies may also access the system. The PMP application provides continuity between practitioners, pharmacies, and state law enforcement. Access to the PMP will be granted in accordance with state law 63 O.S. Section: 2-309D

Dispensers should refer to the following legislation, statutes and rules:

[63 O.S. Section: 2-309C](#)

[63 O.S. Section: 2-309D](#)

[63 O.S. Section: 2-309F](#)

[Administrative Rules](#)

[Oklahoma State House Legislation \(HB 1948\)](#)

**** Please note that these statutes and rules are regularly updated. OBNDCC registrants are responsible for remaining current on their responsibilities. ****

Controlled substance dispensing must be reported **within 5 minutes** of being delivered to the customer or their designee using the PMP Clearinghouse provided by Appriss, Inc. This includes Oklahoma pharmacies that deliver controlled drugs by mail or courier to patients in or out of state. Out of state pharmacies must report **within 5 minutes** of mailing the script to patients in Oklahoma. Pharmacies and other dispensers are required by law to provide such reporting to the data collection vendor in approved formats.

Remember, there is a difference between dispensing and administering. To “Dispense” means delivering the drug to a patient or designee for self-administration. To “Administer” means providing the controlled substance to a patient for their direct and supervised use within a clinical setting. Administered controlled drugs are not reported to the PMP.

Zero reports are not required. However, dispensers may file a zero report for their own purposes.

Reporting Requirements

Dispensers of Schedule II – V controlled substances are required to submit their dispensation records in real-time (within 5 minutes of being delivered to the patient or their designee) via one of the approved [Data Delivery Methods](#). Submitted dispensation records must contain all of the required elements as defined in the ASAP Specifications Appendix.

The laws and regulations for reporting OBNDD are continuously subjected to amendments; it is the responsibility of dispensers to be aware of such updates as they are enacted and promulgated.

Willful failure to transmit accurate information as required by this section shall be a misdemeanor punishable, upon conviction, by not more than one (1) year in the county jail, or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such imprisonment and fine, or administrative action may be taken pursuant to Section 2-304 of this title.

If you are a chain pharmacy, your data will likely be submitted from your home office. Please verify this with your home office. If you are an independent pharmacy or other entity, please forward the reporting requirements to your software vendor. They will need to create the data file, and they may be able to submit the data on your behalf. If not, follow the instructions provided in the Data Submission chapter to submit the data.

2 Data Submission

This chapter provides information and instructions for submitting data to the PMP AWAR_xE repository.

Timeline and Requirements

Pharmacies, dispensing practitioners and software vendors can establish submission accounts using this guide for Appriss Clearinghouse. Those manually entering controlled prescriptions will use the AWAR_xE portal. Instructions for setting up an account are listed below.

- **You may create your account on or after 06/27/2016. See [Creating Your Account](#) for more information.**
- **Beginning 07/28/2016 dispensers are required to transmit their data using PMP Clearinghouse. In accordance with the guidelines outlined under [Reporting Requirements](#).**
- **Zero reports ARE NOT REQUIRED.**

Upload Specifications

Files should be in ASAP 4.2 format released in September 2011. All uploaded files will be stored and processed separately.

Reports for multiple pharmacies can be in the same upload file; in any order.

3 Creating Your Account

Prior to submitting data, you must create an account. **If you are already registered with PMP Clearinghouse, you do not need to create a new account. A single account can submit to multiple states.** If you have an existing PMP Clearinghouse account see section [8.2 Adding States to Your Account](#).

Note: Multiple pharmacies can be uploaded in the same file. For example, Wal-Mart, CVS, and other chain pharmacies send in one file containing all their pharmacies from around the state. Therefore, chains with multiple stores only have to set up one account to upload a file.

Perform the following steps to create an account:

1. To request a data submitter account for PMP AWA_R_xE, the user must go to <https://pmpclearinghouse.net> and click the Create Account link in the center of the screen or go directly to <https://pmpclearinghouse.net/registrations/new>
2. The screen displayed requires the user to enter their current, valid email address and a password. This email address will act as your user name when logging into the system.
 - **The password must contain at least 8 characters, including 1 capital letter, 1 lower case letter, and 1 special character (such as !,@,#,\$)**

Profile

* Email Address

* Password

* Password confirmation

3. The second grouping is the demographics section. Here the user must enter their name, date of birth, employer information, and other information as configured by the PMP Administrator.
 - Required fields are marked with a red asterisk (*)
 - The user may be able to auto populate their user and employer information using the search boxes for listed identifiers (DEA, NCPDP, or NPI).

Personal

* First name

Middle name

* Last name

* Date of birth

Searching for DEA or NPI will autopopulate your information if found.

DEA

NPI

Employer

* Name

* Address

Address (continued)

* City

* State

* Postal Code

* Phone

Fax

Searching for DEA or NPI will autopopulate your information if found.

DEA

NCPDP

sFTP Account Creation

If the user would like to submit data via sFTP, sFTP access can be granted during account registration. See [Adding sFTP or Real-Time to a Registered Account](#) to add sFTP access to an existing PMP Clearinghouse account

4. Check the “Enable sFTP Access” box as seen below. The sFTP username is automatically generated using the first 5 characters of the employer name + the employer phone number + @prodpmppsftp. Example username: chain5025555555@prodpmppsftp
5. Create a sFTP password that meets the following criteria: **contain at least 8 characters, including 1 capital letter, 1 lower case letter, 1 number, and 1 special character (such as !,@,#,\$)**

NOTE: This will be the password that is input into the pharmacy software so that submissions can be automated. This password can be the same as the one used entered previously under Profile. Unlike the Profile password (i.e. user account password) the sFTP password does not expire.

PMP Clearinghouse users are able to submit data through the web portal via manual entry or upload of ASAP files. Secure FTP (SFTP) access and Real-Time submissions are also available.

Enable SFTP Access

SFTP Username

SFTP Password

SFTP Password Confirmation

Password must include at least 8 characters, including 1 capital letter, 1 lowercase letter, and 1 special character (such as !,@,#,\$)

The URL to connect via sFTP is `sftp://sftp.pmpclearinghouse.net`

Additional details on sFTP configuration can be found in [Appendix C – sFTP Configuration](#).

Real-Time Account Creation

6. If submitting in real-time via the web service (WSDL), check the Enable Real-Time Access.

Enable Real-Time Access

Real-Time Username

Real-Time Password

Real-Time Password Confirmation

Password must include at least 8 characters, including 1 capital letter, 1 lowercase letter, and 1 special character (such as !,@,#,\$)

7. Create a username and password. The password must meet the following criteria: **contain at least 8 characters, including 1 capital letter, 1 lower case letter, 1 number, and 1 special character (such as !,@,#,\$)**
NOTE: This will be the password that is input into the pharmacy software so that submissions can be automated. This password can be the same as the one used entered previously under Profile. Unlike the Profile password (i.e. user account password) the sFTP password does not expire.

Additional details on WSDL configuration can be found in [Appendix D – Real Time \(WSDL\) Configuration](#).

8. The registering user must select which states they will be submitting data for; a list of available states using PMP AWARxE are selectable.

Please indicate which states should receive your data.

* States

- Alaska
- Idaho
- Kansas
- Massachusetts
- Mississippi

9. The registering user clicks submit. The request is submitted to the PMP Administrator for each of the states the user selected for data submission.
 - Once the State PMP Administrator has approved the request, the user will receive a welcome email and can begin submitting data to PMP AWARxE.

4 Data Delivery Methods

This section discusses the different options available to a user to submit controlled substance reporting data file(s) to PMP Clearinghouse. Users have the options of using:

- sFTP
- Web Portal (manual upload)
- Web Portal (manual entry/Universal Claims Form)
- Web Service (WSDL)
- *Zero Reports – Zero Reports are optional.

4.1 Secure FTP

Data submitters who select to submit data to PMP Clearinghouse by sFTP must configure individual folders for the state PMP systems they will be submitting data to. **The sub-folders should use state abbreviation for naming (ex. AK, KS, OK, etc.).** The subfolder must be located in the homedir/ directory which is where you land once authenticated. Data files not submitted to a state subfolder will be required to have a manual state PMP assignment made on the File Listings screen. See [State Subfolders](#) for additional details on this process.

1. If a Clearinghouse account has not yet been created, perform the steps in [Creating Your Account](#). If a Clearinghouse account already exists, but needs sFTP access added perform the steps in [Adding sFTP or Real-Time to a Registered Account](#).
2. Prepare the data file(s) for submission, using the ASAP 4.2 specifications described in [Appendix B](#).
3. sFTP the file to sftp://sftp.pmpclearinghouse.net.
4. When prompted, use the username and password you entered when setting up the SFTP account.
5. Place the file in the appropriate state abbreviated directory.
6. The user can view the results of the transfer/upload on the Submissions screen.

Note: If a data file was placed in the root directory and not a state sub-folder, the user will be prompted in the form of a “*Determine PMP*” error at the File Status screen to select a destination PMP (state) to send the data to.

4.2 Web Portal Upload

1. If an account has not yet been created, perform the steps in [Creating Your Account](#).
2. After logging into PMP Clearinghouse, navigate to File Upload in the menu bar.
3. You must select a destination PMP from the available states listed in the drop-down.
4. Click on the “Browse” button and select the file to upload.
5. Click the ‘Upload’ button to begin the process of transferring the file to PMP Clearinghouse.
6. Files for upload should be named in a unique fashion, with a prefix constructed from the date (YYYYMMDD) and a suffix of “.dat”. An example file name would be “20110415.dat”.
7. The results of the transfer/upload can be viewed on the File Submissions screen.

Submission Upload [SUBMIT NEW FILE FOR CONSOLIDATION](#)

Use this screen to submit files to the PMP System

How to Upload Your Files

1. Click the "Browse" button to select a file on your local computer.
2. Click the "Upload" button to begin the uploading process.
3. A confirmation message appears when the upload is finished.

Select PMP
Select a PMP...

File Upload:

4.3 Manual Entry (UCF)

Manual Entry is an option for data submitters to enter their prescription information into the PMP Clearinghouse system using a form derived from the Universal Claims Form. It allows the entry of patient, prescriber, pharmacy, and prescription information.

Create Universal Claim Form [MANAGE APPRISS, INC. UCF FORMS](#)

PMP

* Pmp

Patient

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Patient Info</p> <p>* First Name <input type="text"/></p> <p>* Last Name <input type="text"/></p> <p>* Date of Birth <input type="text" value="mm/dd/yyyy"/></p> <p>Gender <input type="text" value="Unknown"/></p> <p>Phone Number <input type="text"/></p> | <p>Patient ID</p> <p>Identity Type <input type="text"/></p> <p>Identity Value <input type="text"/></p> <p>Jurisdiction <input type="text"/></p> <p>Relationship <input type="text"/></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1. If you do not have an account, perform the steps in [Creating Your Account](#).
2. After logging into PMP Clearinghouse, navigate to UCF Submissions in the menu bar.
3. Choose New Claim Form to begin a submission.
4. You must select a destination PMP from the available states listed in the drop-down.
5. Complete all required fields as indicated by a red asterisks (*).
6. Click Save.
7. Then click Submit.
8. The results can be viewed on the UCF Listing screen.

4.4 Zero Reports

Zero Reports are optional and not are required to be submitted. If you have no dispensations to report, and would like to report this information to the OK PMP perform the following steps:

1. If you do not have an account, perform the steps in [Creating Your Account](#).
2. After logging into PMP Clearinghouse, navigate to Zero Reports in the menu bar.
3. You must select a destination PMP from the available states listed in the drop-down.
4. Enter the start date and end date for the report and click on the “Submit” button. (NCPDP and DEA number are optional)
5. The request will be submitted to PMP Clearinghouse.

The screenshot shows the PMP Clearinghouse interface for managing zero reports. The top navigation bar includes 'PMP Clearinghouse', 'File Submissions', 'UCF Submissions', 'Zero Reports', and 'File Upload'. The main content area is titled 'Appriss, Inc. Zero Reports' and 'MANAGE APPRISS, INC. ZERO REPORTS'. Below this is a 'Zero Report Management' window with a 'Create Zero Report' form. The form includes a dropdown for 'PMP' (labeled 'Select a PMP...'), a 'Start date' field (format mm/dd/yyyy), an 'End date' field (format mm/dd/yyyy), an 'Ncpdp' field, and a 'Dea number' field. A 'Submit' button is located at the bottom of the form. Below the form is a table header for 'Appriss, Inc. Zero Reports' with columns: State, Start Date, End Date, Ncpdp, Dea number, NPI, Asap File, and Date Submitted. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A search bar and 'PreviousNext' link are also visible.

Zero Reports can also be submitted via sFTP using the ASAP Standard for Zero Reports. For additional details on this method, see [Appendix B - ASAP Zero Report Specifications](#).

5 Data Compliance

Data Compliance allows users of PMP Clearinghouse to view the status of data files they have submitted.

5.1 File Listing

The File Status screen displays information extracted from the data files submitted to PMP Clearinghouse. The screen displays the file name, the number of records identified within the data file, the number of records that contain warnings, the number of records that contain errors, and the date and time of submission. A status column is located at the end of each row displaying the status of the file. If there are errors the status column will state *“Pending Dispensation Error”* and the text will be a hyperlink to the view records screen.

If a file is unable to be parsed into the Clearinghouse application, the appropriate message will display. A new file must be submitted to PMP Clearinghouse. It is not necessary to void a file that failed parsing since it was not successfully submitted to Clearinghouse.

If a file has been submitted by sFTP without using a state specific sub-folder, the file will be displayed and the user will be prompted to select a destination PMP for the data file to be transferred to.



File Listings DATA FILE SUBMISSIONS STATUS (LAST 30 DAYS) All Accounts Error Files Upload File

Show 100 entries Search:

| File | State | Records | Records w/ Warnings | Records w/ Errors | Submitted | Status | Status Report |
|--------------------------------------|-------|---------|---------------------|-------------------|--------------------|----------------------------|-------------------------------|
| @prodpmstftp/homedir/ms/20160505.dat | MS | 59 | 1 | 1 | 05/05/2016 01:48PM | Pending Dispensation Error | status report |
| @prodpmstftp/homedir/ms/20160425.dat | MS | 3 | - | - | 04/25/2016 06:04PM | ✓ | status report |
| @prodpmstftp/homedir/ms/20160422.dat | MS | 7 | - | - | 04/23/2016 05:50PM | ✓ | status report |

5.2 Claim Forms Listing

The Claim Forms Listing displays the UCF forms submitted to the PMP Clearinghouse. The screen displays number of warning and the number errors. A status column is located at the end of each row displaying the status of the file. If there are errors, then the status column will state *“Pending Dispensation Error”* and the text will be a hyperlink to the view records screen.

5.3 View Records

The view records screen provides a deeper view of the records within a selected data file that need correcting. The screen displays Prescription Number, Segment Type, Warning Count, and Error Count. A “Correct” button is displayed at the end of each row that will allow the user to make corrections to the record.

To view the records that need correcting:

1. Click on the *“Pending Dispensation Error”* hyperlink in the status column.
2. The View Records screen is displayed.
3. Click on the correct button at the end of the row for the record you want to correct.

5.4 Error Correction

The Error Correction screen allows a user to make corrections to data submitted that did not pass the validation rules. The screen displays all the fields contained within the record and the originally submitted value. A “Corrected Value” column displays the values the user enters to correct the error. The Message column displays the relevant error message for the field explaining why it did not pass the validation rules.

For files that failed to parse, the error identified is "best effort" and any information we could not parse is listed as "unparseable" in the file. A corrected file should be submitted.

To correct records:

1. Identify the fields displayed that require corrections.
2. Enter the new corrected value into the corrected value column.
3. Click Submit.
4. The error will be processed through the validation rules.
 - a. If the changes pass the validation rules, the record will be identified as valid and the File Status and View Records screen will be updated.
 - b. If the changes fail the validation rules, the record will continue to be identified as needing corrections. The error message will be updated to identify any new error message.

File Listings / File Errors / Drug Errors

Drug Errors MANAGE AND RESOLVE SUBMISSION ISSUES

Prescription Number: 4045617 Dea Number: Ncpdp Identifier: Filled At: 2016-02-10

| Field | Submitted Value | Corrected Value | Messages |
|-------------------------|-----------------|----------------------|---------------------------------------------------|
| Sequence | 2 | 2 | ✓ |
| Product identifier type | 01 | NDC | ✓ |
| Product identifier | 00574007216 | 00574007216 | ✓ |
| Quantity | | <input type="text"/> | Errors: Quantity value must be present. |
| Units | | | ✓ |
| Pmix strength text | | | ✓ |
| Pmix product name text | | | ✓ |

6 Email Reports

Email status reports will be automatically sent to the users associated with a data submitter account. The emailed reports are used to both identify errors in files that have been submitted and confirm a zero report submission.

6.1 File Failed Report

The File Failed report identifies if the submitted file was not able to be parsed and was not processed into PMP Clearinghouse. The file contains a description of the error encountered within the file. In the event of a failed file, a new file should be submitted with the necessary corrections. Failed files are not parsed into Clearinghouse and do not require a Void ASAP file to remove it from the system. An example of a File Fail report is:

```
SUBJ: Oklahoma ASAP file: fake-test3.txt - Parse Failure
```

```
BODY:  
Error Message
```

```
-----  
Failed to decode the value '04' for the bean id 'transactionControlType'.
```

```
Summary:
```

```
* File Name: fake-test3.txt  
* ASAP Version: 4.2  
* Transaction Control Number: unparseable  
* Transaction Control Type: unparseable  
* Date of Submission: January 30, 2016
```

```
NOTE: This file could not be received into the system because the system  
could not recognize its content as a valid ASAP format. Action is required  
to resolve the issues and a subsequent file should be submitted. As such  
the information provided in this report is "best effort" and any information  
we could not parse is listed as "unparseable" in the fields above.
```

6.2 File Status Report

The File Status report is a report sent to notify the data submitter that a data file is currently being parsed by the state PMP system. The report notifies users of the following scenarios:

- Total Records: The total number of records contained in the submitted data file
- Duplicate Records: The number of records that were identified as already existing within the PMP system. Duplicate records are not imported to prevent improper patient information
- Records in Process: The number of records remaining to be processed into the system (usually only displays a number if the file has not finished loading at the time the report is sent out). **Records remaining to be processed will continue to be processed even after the status report is sent.**
- Records with Errors: Shows how many records that contain errors. These errors will need to be corrected for the record to be imported into the system. If a zero (0) is displayed, there are no errors in the data.

- Records with Warnings: Shows how many records that contain warnings. These warnings do not need to be corrected for the record to be imported into the system. If a zero (0) is displayed, there are no warnings in the data.
- Records imported with warnings: Shows the number of records that were imported if they had warnings. Records with warning and errors must have the errors corrected to be submitted into the system.
- Records imported without warnings: Shows the number of records that were imported that had no warnings.

The initial error report will be sent out daily. Additionally, Status reports will be received every 24 hours after if errors are continued to be identified within a submitted data file. Errors should be corrected within 72 business hours of notification.

The report identifies specific records in the submitted data file and returns identifying information about the record and the specific error identified during the validation process. The report uses fixed width columns and contains a summary section after the error listings. Each column contains a blank 2-digit pad at the end of the data. The columns are set to the following lengths:

| Column | Length |
|--------------|-------------|
| DEA | 11 (9+pad) |
| NCPDP | 9 (7+pad) |
| NPI | 12 (10+pad) |
| Prescription | 27 (25+pad) |
| Filled | 10 (8+pad) |
| Segment | 18 (16+pad) |
| Field | 18 (16+pad) |
| Type | 9 (7+pad) |
| Message | Arbitrary |

An example of the report is:

SUBJ: Oklahoma ASAP file: fake-test3.txt - Status Report

BODY:

| DEA | NCPDP | NPI | Prescription | Filled | Segment | Field | Type | Message |
|-----------|---------|------------|------------------|----------|--------------|---------------|---------|-----------------|
| BE1234567 | 1347347 | 9034618394 | 123486379596-0 | 20130808 | Dispensation | refill_number | WARNING | message example |
| DE9841394 | 3491849 | 4851947597 | 357199504833-345 | 20130808 | Dispensation | days_supply | ERROR | message example |

Summary:

- * File Name: fake-test3.txt
- * ASAP Version: 4.2
- * Transaction Control Number: 23489504823
- * Transaction Control Type: send
- * Date of Submission: January 30, 2016
- * Total Record Count: ###
- * Duplicate Records: ###
- * In Process Count: ###
- * Records with Error Count: ###
- * Imported Records Count: ###
- * Records Imported with Warning Count: ###

6.3 Zero Report Confirmation

A Zero Report confirmation email is sent to a data submitter who successfully submits a zero report into PMP Clearinghouse. The report displays the PMP states the zero report was submitted to, the date range to be used in the zero report, the date the zero report was submitted to Clearinghouse, and the date the report was originally created by the data submitter. An example of the report is:

SUBJ: ASAP Zero Report: zero_reports_20160306KSMCPS.DAT

BODY:

Summary:

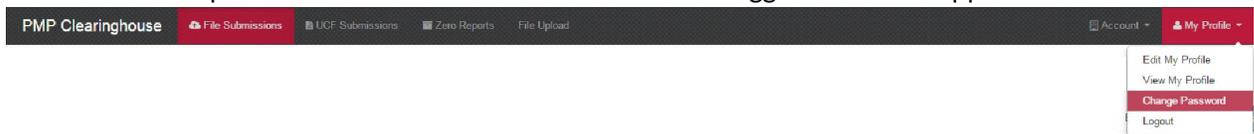
- * File Name: zero_reports_20130301KSMCPS.DAT
- * PMP Name: Oklahoma
- * Date Range: 2016-03-06 - 2016-03-06
- * Submission Date: 2016-03-06
- * Asap Creation Date: 2016-03-06

7 Password Management

Password management can be handled from within PMP Clearinghouse by the user. The user's password will expire after 90 days. A user is able to proactively change their password before it expires within the application through their user profile. If a password has expired, or if the user has forgotten the password, they can use "Forgot your password" to change their password.

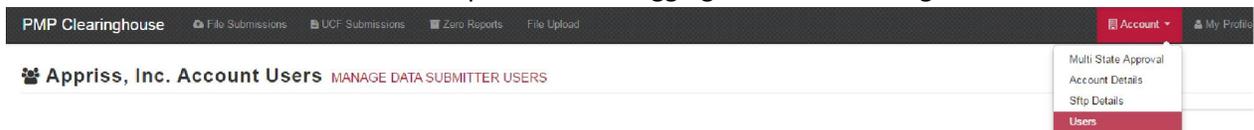
7.1 Changing Your Password

1. When a user wants to change their current password, they navigate to their My Profile section.
2. The user selects the navigation menu item for 'Change Password'.
3. The user must then enter their current password and enter a new password twice.
4. The new password will take effect once the user has logged out of the application.



7.2 Changing Passwords for another User

1. Navigate to the Accounts menu option and select Users.
2. Select the Edit button for the desired user.
3. Create a new password for the user and click submit.
4. The user will now use the new password for logging into PMP Clearinghouse.



7.3 Forgot Your Password

1. When a user has forgotten their password or their password has expired, the user should click on the link named “Forgot your password” located on the log in screen.
2. The user must enter the email address they used to register with the application.
3. The user will receive an email containing a link to reset the password for the user’s account.
4. The user must enter the new password twice and then save the password.

The image shows two screenshots of a web application interface. The top screenshot is a login form with the title "Login". It contains two input fields: "Email Address" with an envelope icon and "Password" with a key icon. Below the fields are two buttons: "Login" and "Create an Account". The bottom screenshot is a help section with the title "Help". It contains two links: "Forgot your password?" and "Didn't receive unlock instructions?".

8 User Profile

8.1. Adding Users to Your Account

PMP Clearinghouse allows data submitters to add new users to the system that will have the same rights and access to submitting and viewing file status. This practice will allow a data submitter to create an account to be used for a backup individual.

1. In Account in the menu bar, the user can select to add users under the section titled “Users”.
2. Click the “New User” button and enter the first name, last name, and email address for the new user.
3. Once saved, the new user will be able to log into PMP Clearinghouse.
 - a. The new user will use the email address used when creating their account.
 - b. The new user must use the “Forgot your password” link to create a password for their account.
4. The new user can now log in and view all data files that have been submitted under the account.

8.2. Adding States to your account

If a registered user of PMP Clearinghouse needs to submit data files to an additional state using PMP AWARE, the user can submit the request through their Account settings page.

1. Navigate to Account in the main menu and select “Multi State Approval” from the dropdown.
2. The page that displays lists the current states the account has requested to submit data to and the current approval from that state.
3. To submit to a new state using PMP AWARE, simply check the state on the list. This will send the data submission request to the desired state’s PMP Administrator for approval.
4. After approval has been granted, the status will change from “Pending” to “Approved”. The account may begin submitting data to the new state.

NOTE: If submitting by sFTP, data must be located in the proper sub-folder to ensure proper delivery to the desired state PMP.

PMP Clearinghouse | File Submissions | UCF Submissions | Zero Reports | File Upload | Account | My Profile

Appriss, Inc. Account MULTI STATE APPROVAL

Multi State Approval
Account Details
Sftp Details
Users

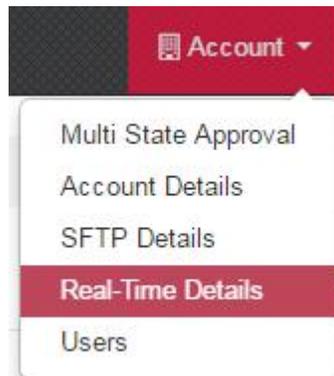
Please select state PMPs that will receive data from this account.
We will not allow data into a state PMP from this account until the appropriate state administrator has approved this account.

| Abbv | State | Status |
|-------------------------------------|-------------------|----------|
| <input checked="" type="checkbox"/> | AK Alaska | Approved |
| <input checked="" type="checkbox"/> | ID Idaho | Approved |
| <input checked="" type="checkbox"/> | KS Kansas | Approved |
| <input checked="" type="checkbox"/> | MS Mississippi | Approved |
| <input checked="" type="checkbox"/> | NV Nevada | Approved |
| <input checked="" type="checkbox"/> | ND North Dakota | Approved |
| <input checked="" type="checkbox"/> | SC South Carolina | Approved |
| <input type="checkbox"/> | SD South Dakota | |

Participating States | Your Approval Status

8.3. Adding sFTP or Real-Time to a Registered Account

If a registered account did not request sFTP or Real-Time access during the registration process, a user of the account can request one in the Account options.



1. Navigate to the Account drop down menu and select sFTP or Real-Time Details.
2. Select the button to create an account an account.

NOTE: If a sFTP or Real-Time account already exists, the username will be displayed on this screen otherwise enter a username

3. Enter the desired password for the account.
4. The username will be displayed on the screen after the account has been created.

9 Assistance and Support

Technical Assistance

If you need additional help with any of the procedures outlined in this guide, you can:

Contact Appriss at

1-855-9OK-4PMP (1-855-965-4767)

Create a support request using the following

URL <https://apprisspmpclearinghouse.zendesk.com/hc/en-us/requests/new>

Technical assistance is available 24 hours, 7 days a week, 365 days a year.

Administrative Assistance

If you have non-technical questions regarding the OK PMP, please contact:

877-627-2674

10 Document Information

Disclaimer

Appriss has made every effort to ensure the accuracy of the information in this document at the time of printing. However, information may change without notice.

| Version | Date | Changes |
|---------|---------|-----------------------------------------------------------------|
| 1.0 | 5/05/16 | <ul style="list-style-type: none">Initial Version |

11 Appendix A – ASAP Specifications

The following information contains the required definitions for submitting ASAP 4.2 records to

NOTE: OBND D requires at least ASAP version 4.1 be submitted for controlled substance reports, but will accept ASAP version 4.2 as well. This is to help dispensers standardize their reporting processes in cases where they may already be submitting reports to other states that require the newer/higher ASAP version.

The following table lists the required definitions for submitting ASAP 4.2 records to OK PMP.

The Requirement column uses the following codes:

- R = Required submission by Oklahoma
- N = Optional submission, please submit if available.
- S = Situational submission, please refer to notes.

| Element ID | Element Name | Requirement | Notes |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|
| TH – Transaction Header - Required | | | |
| To indicate the start of a transaction. It also assigns the segment terminator, data element separator, and control number. | | | |
| TH01 | Version/Release Number Code uniquely identifying the transaction. Format = x.x | R | |
| TH02 | Transaction Control Number Sender assigned code uniquely identifying a transaction. | R | |
| TH03 | Transaction Type Identifies the purpose of initiating the transaction. <ul style="list-style-type: none"> • 01 Send/Request Transaction • 02 Acknowledgement (used in Response only) • 03 Error Receiving (used in Response only) • 04 Void (used to void a specific Rx in a real-time transmission or an entire batch that has been transmitted) | R | |
| TH04 | Response ID Contains the Transaction Control Number of a transaction that initiated the transaction. Required in response transaction only. | N | |
| TH05 | Creation Date Date the transaction was created. Format: CCYYMMDD. | R | |

| | | | |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| TH06 | Creation Time Time the transaction was created. Format: HHMMSS or HHMM. | R | |
| TH07 | File Type <ul style="list-style-type: none"> • P = Production • T = Test | R | |
| TH08 | Routing Number Reserved for real-time transmissions that go through a network switch to indicate, if necessary, the specific state PMP the transaction should be routed to. | N | |
| TH09 | Segment Terminator Character This terminates the TH segment and sets the actual value of the data segment terminator for the entire transaction. | R | |
| IS – Information Source – Required | | | |
| To convey the name and identification numbers of the entity supplying the information. | | | |
| IS01 | Unique Information Source ID Reference number or identification number. (Example: phone number) | R | |
| IS02 | Information Source Entity Name Entity name of the Information Source. | R | |
| IS03 | Message Free-form text message. | S | |
| PHA – Pharmacy Header – Required | | | |
| To identify the pharmacy or the dispensing prescriber. | | | |
| PHA01 | National Provider Identifier (NPI) Identifier assigned to the pharmacy by CMS. | R | |
| PHA02 | NCPDP/NABP Provider ID Identifier assigned to pharmacy by the National Council for Prescription Drug Programs. | R | |
| PHA03 | DEA Number Identifier assigned to the pharmacy by the Drug Enforcement Administration. | R | |
| PHA04 | Pharmacy Name Freeform name of the pharmacy. | N | |
| PHA05 | Address Information – 1 Freeform text for address information. | N | |

| | | | |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------|
| PHA06 | Address Information – 2 Freeform text for address information. | N | |
| PHA07 | City Address Freeform text for city name. | N | |
| PHA08 | State Address U.S. Postal Service state code. | N | |
| PHA09 | ZIP Code Address U.S. Postal Service ZIP Code. | N | |
| PHA10 | Phone Number Complete phone number including area code. Do not include hyphens. | N | |
| PHA11 | Contact Name Free-form name. | N | |
| PHA12 | Chain Site ID Store number assigned by the chain to the pharmacy location. Used when PMP needs to identify the specific pharmacy from which information is required. | S | If the pharmacy has multiple locations, please submit the chain site ID (location ID). |
| PAT – Patient Information – Required | | | |
| Used to report the patient’s name and basic information as contained in the pharmacy record. | | | |
| PAT01 | ID Qualifier of Patient Identifier Code identifying the jurisdiction that issues the ID in PAT03. | N | |
| PAT02 | ID Qualifier Code to identify the type of ID in PAT03. If PAT02 is used, PAT03 is required. <ul style="list-style-type: none"> • 01 Military ID • 02 State Issued ID • 03 Unique System ID • 04 Permanent Resident Card (Green Card) • 05 Passport ID • 06 Driver’s License ID • 07 Social Security Number • 08 Tribal ID • 99 Other (agreed upon ID) | R | |

| | | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| PAT03 | ID of Patient Identification number for the patient as indicated in PAT02. An example would be the driver's license number. | R | |
| PAT04 | ID Qualifier of Additional Patient Identifier Code identifying the jurisdiction that issues the ID in PAT06. Used if the PMP requires such identification. | N | |
| PAT05 | Additional Patient ID Qualifier Code to identify the type of ID in PAT06 if the PMP requires a second identifier. If PAT05 is used, PAT06 is required. <ul style="list-style-type: none"> • 01 Military ID • 02 State Issued ID • 03 Unique System ID • 04 Permanent Resident Card (Green Card) • 05 Passport ID • 06 Driver's License ID • 07 Social Security Number • 08 Tribal ID • 99 Other (agreed upon ID) | N | |
| PAT06 | Additional ID Identification that might be required by the PMP to further identify the individual. An example might be in that PAT03 driver's license is required. | N | |
| PAT07 | Last Name Patient's last name. | R | |
| PAT08 | First Name Patient's first name. | R | |
| PAT09 | Middle Name Patient's middle name or initial if available. | S | |
| PAT10 | Name Prefix Patient's name prefix such as Mr. or Dr. | N | |
| PAT11 | Name Suffix Patient's name suffix such as Jr. or the III. | S | |
| PAT12 | Address Information – 1 Free-form text for street address information. | R | |

| | | | |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| PAT13 | Address Information – 2 Free-form text for additional address information. | S | |
| PAT14 | City Address Free-form text for city name. | R | |
| PAT15 | State Address U.S. Postal Service state code Note: Field has been sized to handle international patients not residing in the U.S. | R | |
| PAT16 | ZIP Code Address U.S. Postal Service ZIP code. Populate with zeros if patient address is outside the U.S. | R | |
| PAT17 | Phone Number Complete phone number including area code. Do not include hyphens. For situations in which the patient does not have a phone number, submit ten 9's. | R | |
| PAT18 | Date of Birth Date patient was born. Format: CCYYMMDD. | R | |
| PAT19 | Gender Code Code indicating the sex of the patient. <ul style="list-style-type: none"> • F Female • M Male • U Unknown | R | |
| PAT20 | Species Code Used if required by the PMP to differentiate a prescription for an individual from one prescribed for an animal. <ul style="list-style-type: none"> • 01 Human • 02 Veterinary Patient | R | |

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------|
| PAT21 | <p>Patient Location Code</p> <p>Code indicating where patient is located when receiving pharmacy services.</p> <ul style="list-style-type: none"> • 01 Home • 02 Intermediary Care • 03 Nursing Home • 04 Long-Term/Extended Care • 05 Rest Home • 06 Boarding Home • 07 Skilled-Care Facility • 08 Sub-Acute Care Facility • 09 Acute Care Facility • 10 Outpatient • 11 Hospice • 98 Unknown • 99 Other | N | |
| PAT22 | <p>Country of Non-U.S. Resident</p> <p>Used when the patient’s address is a foreign country and PAT12 through PAT16 are left blank.</p> | N | |
| PAT23 | <p>Name of Animal</p> <p>Used if required by the PMP for prescriptions written by a veterinarian and the pharmacist has access to this information at the time of dispensing the prescription.</p> | S | If the patient, is an animal, please submit. |
| <p style="text-align: center;">DSP – Dispensing Record – Required</p> <p>To identify the basic components of a dispensing of a given prescription order including the date and quantity.</p> | | | |

| | | | |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| DSP01 | <p>Reporting Status</p> <p>DSP01 requires one of the following codes, and an empty or blank field no longer indicates a new prescription transaction:</p> <ul style="list-style-type: none"> • 00 New Record (indicates a new prescription dispensing transaction) • 01 Revise (indicates that one or more data element values in a previously submitted transaction are being revised) • 02 Void (message to the PMP to remove the original prescription transaction from its data, or to mark the record as invalid or to be ignored). | R | |
| DSP02 | <p>Prescription Number</p> <p>Serial number assigned to the prescription by the pharmacy.</p> | R | |
| DSP03 | <p>Date Written</p> <p>Date the prescription was written (authorized). Format: CCYYMMDD</p> | R | |
| DSP04 | <p>Refills Authorized</p> <p>The number of refills authorized by the prescriber.</p> | R | |
| DSP05 | <p>Date Filled</p> <p>Date prescription was dispensed. Format: CCYYMMDD</p> | R | |
| DSP06 | <p>Refill Number</p> <p>Number of the fill of the prescription. 0 indicates New Rx; 01-99 is the refill number.</p> | R | |
| DSP07 | <p>Product ID Qualifier</p> <p>Used to identify the type of product ID contained in DSP08.</p> <ul style="list-style-type: none"> • 01 NDC • 06 Compound | R | |
| DSP08 | <p>Product ID</p> <p>Full product identification as indicated in DSP07, including leading zeros without punctuation. If Compound is indicated in DSP07 then use 99999 as the first 5 characters; CDI then becomes required.</p> | R | |

| | | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| DSP09 | <p>Quantity Dispensed</p> <p>Number of metric units dispensed in metric decimal format. Example: 2.5</p> <p>Note: For compounds show the first quantity in CDI04.</p> | R | |
| DSP10 | <p>Days Supply</p> <p>Estimated number of days the medication will last.</p> | R | |
| DSP11 | <p>Drug Dosage Units Code</p> <p>Identifies the unit of measure for the quantity dispensed in DSP09. For pre-packaged products, report the total pill count.</p> <ul style="list-style-type: none"> • 01 Each • 02 Milliliters (ml) • 03 Grams (gm) | R | |
| DSP12 | <p>Transmission Form of Rx Origin Code</p> <p>Code indicating how the pharmacy received the prescription.</p> <ul style="list-style-type: none"> • 01 Written Prescription • 02 Telephone Prescription • 03 Telephone Emergency Prescription • 04 Fax Prescription • 05 Electronic Prescription • 99 Other | R | |
| DSP13 | <p>Partial Fill Indicator</p> <p>To indicate whether it is a partial fill.</p> <ul style="list-style-type: none"> • 00 Not a partial fill • 01 First partial fill <p>Note: For additional fills per prescription, increment by 1. So the second partial fill would be reported as 02, up to a maximum of 99.</p> | R | |
| DSP14 | <p>Pharmacist National Provider Identifier (NPI)</p> <p>Identifier assigned to the pharmacist by CMS. This number can be used to identify the pharmacist dispensing the medication.</p> | N | |
| DSP15 | <p>Pharmacist State License Number</p> <p>This data element can be used to identify the pharmacist dispensing the medication.</p> <p>Assigned to the pharmacist by the State Licensing Board.</p> | N | |

| | | | |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| DSP16 | <p>Classification Code for Payment Type Code identifying the type of payment, i.e. how it was paid for.</p> <ul style="list-style-type: none"> • 01 Private Pay (cash, check, credit, debit) • 02 Medicaid • 03 Medicare • 04 Commercial Insurance • 05 Military Installations and VA • 06 Workers' Compensation • 07 Indian Nations • 99 Other | R | |
| DSP17 | <p>Date Sold Usage of this field depends on the pharmacy having a point-of-sale system that is integrated with the pharmacy management system to allow a bidirectional flow of information.</p> | R | |
| DSP18 | <p>RxNorm Code Qualifier RXNorm Code that is populated in the DRU-010-09 field in the SCRIPT transaction.</p> <ul style="list-style-type: none"> • 01 Sematic Clinical Drug (SCD) • 02 Semantic Branded Drug (SBD) • 03 Generic Package (GPCK) • 04 Branded Package (BPCK) | N | |
| DSP19 | <p>RxNorm Code Used for electronic prescriptions to capture the prescribed drug product identification.</p> | N | |
| DSP20 | <p>Electronic Prescription Reference Number This field should be populated with the Initiator Reference Number from field UIB-030-01 in the SCRIPT transaction.</p> | N | |
| DSP21 | <p>Electronic Prescription Order Number This field will be populated with the Initiator Control Reference from field UIH-030-01 in the SCRIPT standard.</p> | N | |
| PRE – Prescriber Information – Required | | | |
| To identify the prescriber of the prescription. | | | |
| PRE01 | <p>National Provider Identifier (NPI) Identifier assigned to the prescriber by CMS.</p> | N | |

| | | | |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------|
| PRE02 | DEA Number Identifying number assigned to a prescriber or an institution by the Drug Enforcement Administration (DEA). | R | |
| PRE03 | DEA Number Suffix Identifying number assigned to a prescriber by an institution when the institution's number is used as the DEA number. | S | If the DEA a prescriber uses (e.g. resident or intern) is a hospital facility ID, submit the DEA suffix. |
| PRE04 | Prescriber State License Number Identification assigned to the Prescriber by the State Licensing Board. | N | |
| PRE05 | Last Name Prescriber's last name. | N | |
| PRE06 | First Name Prescriber's first name. | N | |
| PRE07 | Middle Name Prescriber's middle name or initial. | N | |
| PRE08 | Phone Number Complete phone number including area code. Do not include hyphens. | N | |
| CDI – Compound Drug Ingredient Detail – Situational | | | |
| To identify the individual ingredients that make up a compound. | | | |
| CDI01 | Compound Drug Ingredient Sequence Number First reportable ingredient is 1; each additional reportable Ingredient is increment by 1. | S | If DSP07 = 06 (compound), then all elements of CDI segment are Required. |
| CDI02 | Product ID Qualifier Code to identify the type of product ID contained in CDI03. <ul style="list-style-type: none"> 01 NDC | S | |
| CDI03 | Product ID Full product identification as indicated in CDI02, including leading zeros without punctuation. | S | |
| CDI04 | Compound Ingredient Quantity Metric decimal quantity of the ingredient identified in CDI03. <ul style="list-style-type: none"> Example: 2.5 | S | |

| | | | |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| CDI05 | <p>Compound Drug Dosage Units Code</p> <p>Identifies the unit of measure for the quantity dispensed in CDI04.</p> <ul style="list-style-type: none"> • 01 Each (used to report as package) • 02 Milliliters (ml) (for liters; adjust to the decimal milliliter equivalent) • 03 Grams (gm) (for milligrams; adjust to the decimal gram equivalent) | S | |
| <p>AIR – Additional Information Reporting</p> <p>To report other information if required by the state.</p> | | | |
| AIR01 | <p>State Issuing Rx Serial Number</p> <p>U.S.P.S. state code of state that issued serialized prescription blank.</p> | N | |
| AIR02 | <p>State Issued Rx Serial Number</p> <ul style="list-style-type: none"> • Number assigned to state issued serialized prescription blank. | N | |
| AIR03 | <p>Issuing Jurisdiction</p> <p>Code identifying the jurisdiction that issues the ID in AIR04. Used if required by the PMP and AIR04 is equal to 02 or 06.</p> | N | |
| AIR04 | <p>ID Qualifier of Person Dropping Off or Picking Up Rx</p> <p>Used to identify the type of ID contained in AIR05 for person dropping off or picking up the prescription.</p> <ul style="list-style-type: none"> • 01 Military ID • 02 State Issued ID • 03 Unique System ID • 05 Passport ID • 04 Permanent Resident Card (Green Card) • 07 Social Security Number • 06 Driver’s License ID • 08 Tribal ID • 99 Other (agreed upon ID) | S | |
| AIR05 | <p>ID of Person Dropping Off or Picking Up Rx</p> <p>ID number of patient or person picking up or dropping off the prescription.</p> | S | |

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------|
| AIR06 | Relationship of Person Dropping Off or Picking Up Rx Code indicating the relationship of the person. If the customer is the patient, please fill out PAT01-PAT03. <ul style="list-style-type: none"> 01 Patient 99 Other | R | |
| AIR07 | Last Name of Person Dropping Off or Picking Up Rx <ul style="list-style-type: none"> Last name of person picking up the prescription. | S | If AIR06 = '01', then AIR07 and AIR08 are Required. |
| AIR08 | First Name of Person Dropping Off or Picking Up Rx <ul style="list-style-type: none"> First name of person picking up the prescription. | S | |
| AIR09 | Last Name or Initials of Pharmacist Last name or initials of pharmacist dispensing the medication. | N | |
| AIR10 | First Name of Pharmacist First name of pharmacist dispensing the medication. | N | |
| AIR11 | Dropping Off/Picking Up Identifier Qualifier Additional qualifier for the ID contained in AIR05 <ul style="list-style-type: none"> 01 Person Dropping Off 02 Person Picking Up 03 Unknown/Not Applicable | R | |
| TP – Pharmacy Trailer – Required | | | |
| To identify the end of the data for a given pharmacy and to provide a count of the total number of detail segments included for the pharmacy. | | | |
| TP01 | Detail Segment Count Number of detail segments included for the pharmacy including the pharmacy header (PHA) including the pharmacy trailer (TP) segments. | R | |
| TT – Transaction Trailer – Required | | | |
| To identify the end of the transaction and to provide the count of the total number of segments included in the transaction. | | | |
| TT01 | Transaction Control Number Identifying control number that must be unique. Assigned by the originator of the transaction. Must match the number in TH02. | R | |
| TT02 | Segment Count <ul style="list-style-type: none"> Total number of segments included in the transaction including the header and trailer segments. | R | |

12 Appendix B - ASAP Zero Report Specifications

Zero Reports are optional. However, OK PMP still requests that these be submitted at a frequency of no more than once a day. The following information table contains the required definitions for submitting Zero Reports. The table below lists the Segment and Element ID with prepopulated data to be used as an example for constructing a Zero Report. For more details regarding these Segment or Elements IDs or for the purposes of reporting actual dispensations please refer to the previous section, [Appendix A – ASAP 4.2 Specifications](#)

| Element ID | Element Name | Requirement |
|-----------------------------------------------|-----------------------|-------------|
| TH – Transaction Header - Required | | |
| TH01 | 4.2 | R |
| TH02 | 123456 | R |
| TH05 | 20150101 | R |
| TH06 | 223000 | R |
| TH07 | P | R |
| TH09 | \\ | R |
| IS – Information Source – Required | | |
| IS01 | 6175555555 | R |
| IS02 | PHARMACY NAME | R |
| IS03 | #20160101#-#20160107# | O |
| PHA – Pharmacy Header – Required | | |
| PHA03 | ZZ1234567 | R |
| PAT – Patient Information – Required | | |
| PAT07 | REPORT | R |
| PAT08 | ZERO | R |
| DSP – Dispensing Record – Required | | |
| DSP05 | 20150101 | R |
| PRE – Prescriber Information | | |
| CDI – Compound Drug Ingredient Detail | | |
| AIR – Additional Information Reporting | | |
| TP – Pharmacy Trailer – Required | | |
| TP01 | 7 | R |
| TT – Transaction Trailer – Required | | |
| TT01 | 123456 | R |
| TT02 | 10 | R |

The following is an example, using the above values, of how a Zero Report would look.

```
TH*4.2*123456*01**20160107*223000*P**\  
IS*9075555555*PHARMACY NAME*#20160101#-#20160107#\  
PHA*** ZZ1234567\  
PAT*****REPORT*ZERO*****\  
DSP*****20160107*****\  
PRE*\  
CDI*\  
AIR*\  
TP*7\  
TT*1234
```

13 Appendix C – sFTP Configuration

If submitting data via sFTP, a Clearinghouse account with sFTP access needs to already exist.

See [Creating Your Account](#) to register with PMP Clearinghouse.

See [Adding sFTP or Real-Time to a Registered Account](#) to add sFTP access to an existing PMP Clearinghouse account.

sFTP Connection Details:

Hostname: `sftp.pmpclearinghouse.net`

It is recommended to use the hostname when configuring the connection rather than the IP Address as the IP Address is subject to change.

Port: 22

The port will always be 22

Credentials – Account credentials (username and password) can be found within the PMP Clearinghouse website. Login to PMP Clearinghouse > click Account > sFTP Details > Edit

The username cannot be modified, however, the password can be updated. The current sFTP password cannot be seen or recovered. If it is unknown/lost the user will need to create a new one.

SFTP Account UPDATE SFTP PASSWORD

Username: `apprisstest@prodpmpsfpt`

Password

Must be at least 8 characters

Password confirmation

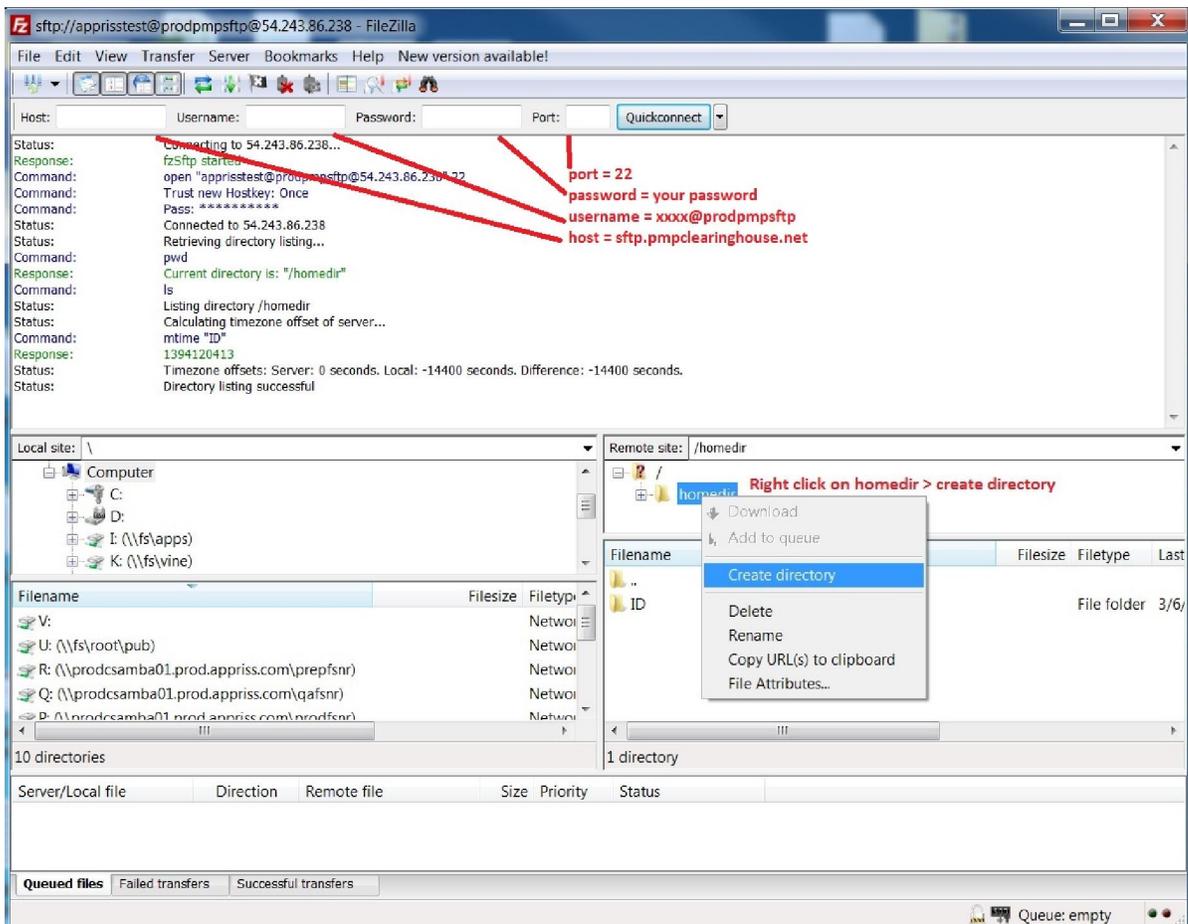
Users can test the sFTP connection but will not be able to submit data to a PMP until their account has been approved by the state administrator.

State Subfolders

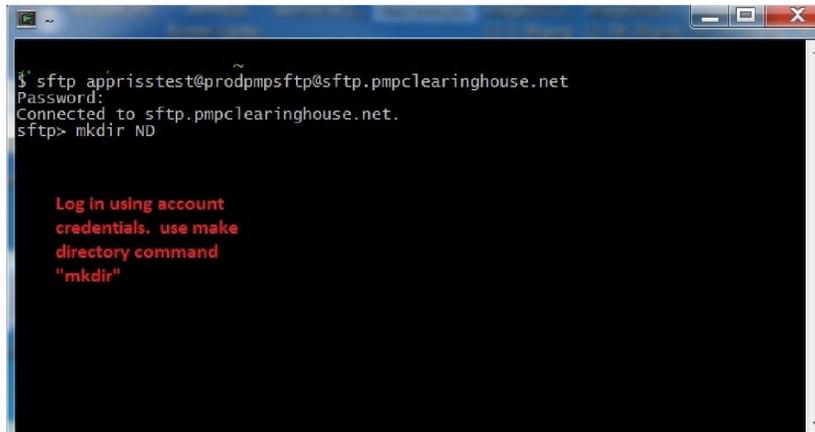
PMP Clearinghouse is the data repository for several states. As such, data submitted via sFTP must be placed in a state abbreviated folder so that it can be properly imported to the correct state. The creation of subfolders must be done outside of the PMP Clearinghouse website using 3rd party software such as a SSH Client or a command line utility. Files placed in the root/home directory of the sFTP server will not be imported. This will cause the dispensing entity to appear as non-compliant/delinquent.

The following are two methods by which to create state subfolders for sFTP submissions.

1. Via SSH client (ex: WinSCP/FileZilla)
 - Log into sFTP Account and create the directories needed under /homedir.



2. Via command prompt
 - a. Log into sFTP Account using command prompt. Once logged in, type: "mkdir" (then the directory name you wish to create)
Example: mkdir KS
NOTE: The state folder must be titled as above, with the two-letter Abbreviation.



Pharmacy software will need to be configured to place files in the appropriate state folder when submitting. The software vendor may need be contacted for additional assistance on this process. **NOTE:** Capitalization of the abbreviated state folders names have no bearing on whether or not Clearinghouse processes the files, however, some pharmacy systems, especially *nix based systems, will require the exact case be used when specifying the target folder.

Public (SSH/RSA) Key Authentication

SSH key authentication is supported by PMP Clearinghouse. The generation of the key is outside the scope of this document, however, general guidelines about the key along with how to import/load the key is provided.

*PGP Encryption is not supported

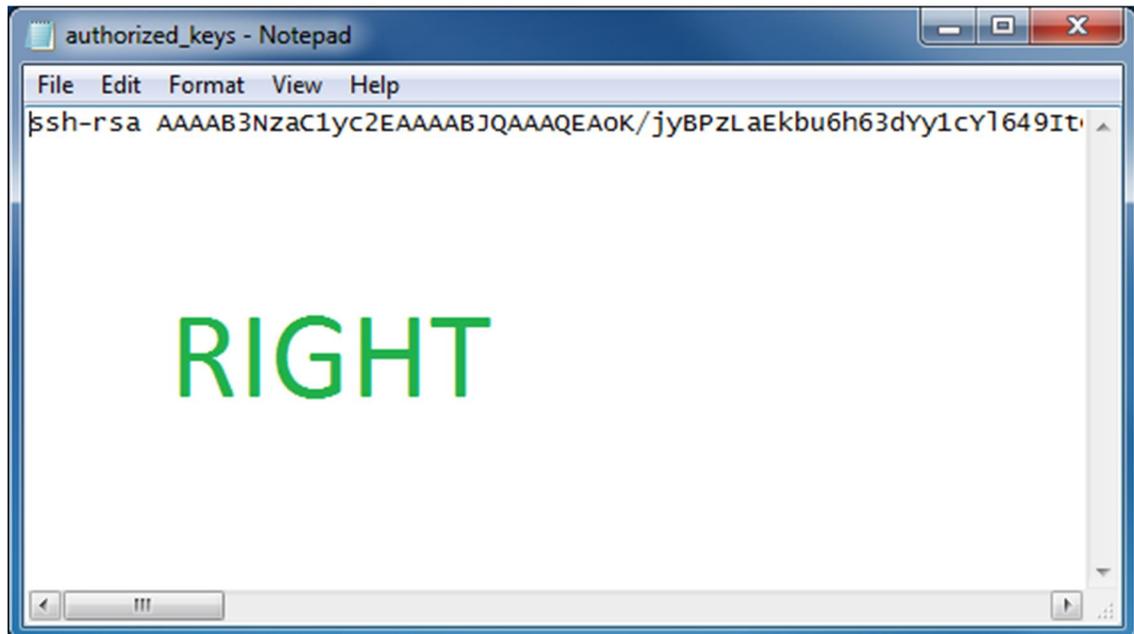
Supported Key Types:

- SSH-2 RSA 2048 bit length

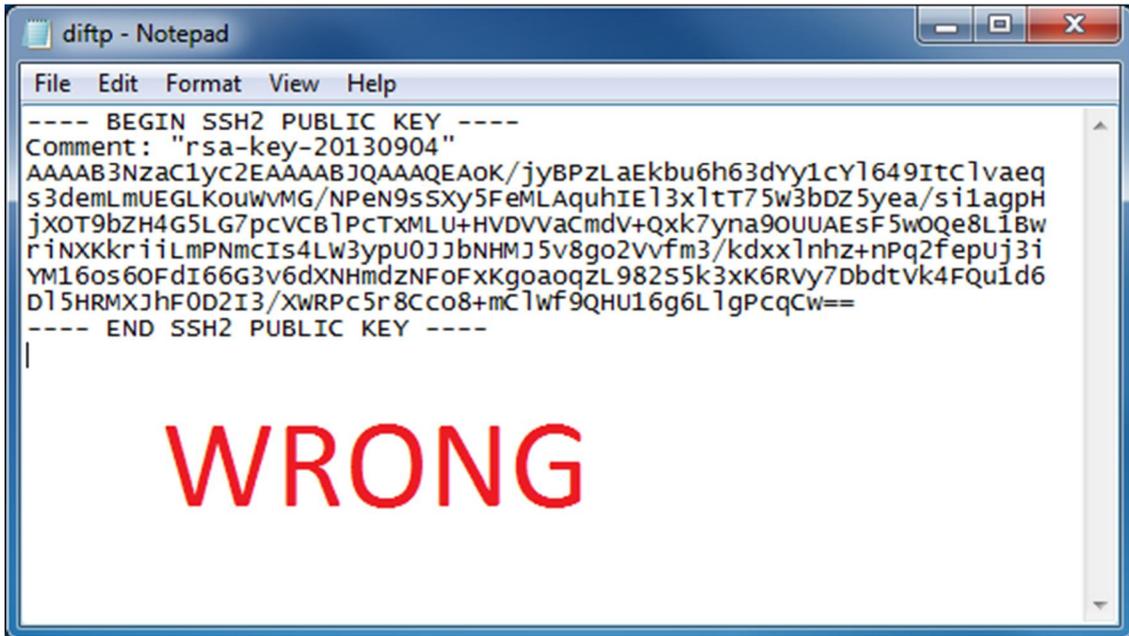
Unsupported Key Types:

- SSH-1 RSA and SSH-2 DSA keys are not supported.

Correct Public Key Format – If opened in a text editor, key should look like the following:



Incorrect Public Key Format – If opened in a text editor, key SHOULD NOT look like the following:



```
----- BEGIN SSH2 PUBLIC KEY -----  
Comment: "rsa-key-20130904"  
AAAAAB3NzaC1yc2EAAAABJQAAAQEAoK/jyBPZLaEkbu6h63dyy1cy1649ItC1vaeq  
s3demLmUEGLkouwVMG/NPeN9sSXY5FeMLAguhIE13x1tT75w3bDZ5yea/si1agpH  
jXOT9bZH4G5LG7pcVCB1PCTXMLU+HVDVVAcmdV+Qxk7yna90UUAESF5w0Qe8L1Bw  
r1NXKkriiLmPNmCIs4Lw3ypU0JJbNHMJ5v8go2vVfm3/kdxx1nhz+nPq2fepUj3i  
YM16os60FdI66G3v6dXNHmdZNFofXKgoaoqZL982S5k3xK6Rvy7DbdtVv4FQu1d6  
D15HRMXJhF0D2I3/XwRPe5r8Cco8+mC1wf9QHU16g6L1gPcqCw==  
----- END SSH2 PUBLIC KEY -----
```

WRONG

Once the key has been generated it should be named **“authorized_keys”**

NOTE: There is no file extension and an underscore between the words authorized and keys.

A .ssh subfolder needs to be created in the home directory of the of the sFTP account. The “authorized_keys” file must be placed in the .ssh folder. The creation of this folder follows the same process as creating a state subfolder. Refer to the [State Subfolders](#) section for steps on creating subfolders.

14 Appendix D – WSDL Configuration

If submitting data via sFTP, a Clearinghouse account with sFTP access needs to already exist. See [Creating Your Account](#) to register with PMP Clearinghouse. See [Adding sFTP or Real-Time to a Registered Account](#) to add sFTP access to an existing PMP Clearinghouse account.

Web Service Description:

```
<?xml version="1.0" encoding="utf-8" ?>
- <wsdl:definitions xmlns:s="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://schemas.xmlsoap.org/wsdl/soap12/" xmlns:mime="http://schemas.xmlsoap.org/wsdl/mime/"
xmlns:tns="http://tempuri.org/" xmlns:soap="http://schemas.xmlsoap.org/wsdl/soap/"
xmlns:tm="http://microsoft.com/wsdl/mime/textMatching/" xmlns:http="http://schemas.xmlsoap.org/wsdl/http/"
xmlns:soapenc="http://schemas.xmlsoap.org/soap/encoding/" targetNamespace="http://tempuri.org/"
xmlns:wsdl="http://schemas.xmlsoap.org/wsdl/">
- <wsdl:types>
- <s:schema elementFormDefault="qualified" targetNamespace="http://tempuri.org/">
- <s:element name="SubmitTransaction">
- <s:complexType>
- <s:sequence>
<s:element minOccurs="0" maxOccurs="1" name="PMPT" type="tns:PMPTransaction" />
</s:sequence>
</s:complexType>
</s:element>
- <s:complexType name="PMPTransaction">
- <s:sequence>
<s:element minOccurs="0" maxOccurs="1" name="NABPNumber" type="s:string" />
<s:element minOccurs="0" maxOccurs="1" name="ASAP2007Block" type="s:string" />
<s:element minOccurs="0" maxOccurs="1" name="NABPPassword" type="s:string" />
</s:sequence>
</s:complexType>
- <s:element name="SubmitTransactionResponse">
- <s:complexType>
- <s:sequence>
<s:element minOccurs="0" maxOccurs="1" name="SubmitTransactionResult" type="tns:PMPTransactionResult" />
</s:sequence>
</s:complexType>
</s:element>
- <s:complexType name="PMPTransactionResult">
- <s:sequence>
<s:element minOccurs="0" maxOccurs="1" name="TransactionID" type="s:string" />
<s:element minOccurs="0" maxOccurs="1" name="TransactionStatus" type="s:string" />
<s:element minOccurs="0" maxOccurs="1" name="FatalError" type="s:string" />
<s:element minOccurs="0" maxOccurs="1" name="ErrorMessage" type="s:string" />
</s:sequence>
</s:complexType>
</s:schema>
</wsdl:types>
- <wsdl:message name="SubmitTransactionSoapIn">
<wsdl:part name="parameters" element="tns:SubmitTransaction" />
</wsdl:message>
- <wsdl:message name="SubmitTransactionSoapOut">
<wsdl:part name="parameters" element="tns:SubmitTransactionResponse" />
```

Sample Request

```
POST /webservices/PMPWS/PMPWS.asmx HTTP/1.1
Host: portal.obn.ok.gov
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://tempuri.org/SubmitTransaction"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <SubmitTransaction xmlns="http://tempuri.org/">
      <PMPT>
        <NABPNumber>myusername</NABPNumber>
        <ASAP2007Block>TH*4.0*8976546780987.DAT*01**20110119*110545*P*\
          \IS*8976543*SOME Pharmacy
          \PHA*890789078*78907890*PHARM*PharmacyName****OK**555555555
          \PAT**05*11111111***LASTNAME*FIRSTNAME***PATIENTSTREET**CITY*OK*12345*55
55555555*19430101*F*01
          \DSP*00*245896*20100805*2*20110401*2*01*57754324554*30*30*01*02*2**74257325
42542*99
          \PRE**AA123456***LASTNAME*FIRSTNAME
          \TP*8
          \TT*89677834547478.DAT*11\</ASAP2007Block>
        <NABPPassword>mypassw0rd</NABPPassword>
      </PMPT>
    </SubmitTransaction>
  </soap:Body>
</soap:Envelope>
```

Sample Response

```
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <SubmitTransactionResponse xmlns="http://tempuri.org/">
      <SubmitTransactionResult>
        <TransactionID>99999999</TransactionID>
        <TransactionStatus>1</TransactionStatus>
        <FatalError>0</FatalError>
        <ErrorMessage></ErrorMessage>
      </SubmitTransactionResult>
    </SubmitTransactionResponse>
  </soap:Body>
</soap:Envelope>
```

15 Glossary

Administer/Administering

providing a controlled substance to a patient for their direct and supervised use within a clinical setting. Administrators are not required to report controlled substances.

Appriss, Inc.

authorized data collection vendor

ASAP

American Society for Automation in Pharmacy. Governing body over the ASAP format used to report dispensing of controlled substances. <http://www.asapnet.org/>

Dispenser/Dispensing

delivering a drug to a patient or designee for self-administration. Dispensers are required to report controlled substances.

OBNDCC

Oklahoma Bureau of Narcotics and Dangerous Drugs Control

PMP AwarxE

portal used to look up prescription reports for patients, dispensers, prescribers.

PMP Clearinghouse

data repository for prescription records. Dispensers or entities on behalf of dispensers (i.e. 3rd party vendors) submit controlled substance reports to this repository. These records are imported into PMP AwarxE.